

CMS Net

Vendor Registration

Vendor Registration

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Preface

Notes

Legend

In procedures on the following pages you will see various symbols used.



The check mark indicates a content note.



When a procedure is described, the arrow indicates the result of an action.

Vendor Registration

Vendor Registration

To register a Vendor, begin at the Primary Option prompt as seen below:

Steps to Access Vendor Registration

After logging into CMS Net, at the Primary Option prompt do the following:

Step	Action
1	Type “GE” for <i>Generate Requests/Auths/Claims</i> .
2	Press <Enter>
3	Type “VE” for <i>Vendor Registration</i> .
4	Press <Enter>.

Continued on next page

Vendor Registration, continued

Select Vendor

After pressing <Enter>, the following prompt appears:

Select VENDOR:

Step	Action
1	Enter first few letters of Vendor Name in upper case.
2	Choose a number/name (if match found)
3	Press <Enter>.
4	Edit each field if editing a Vendor.
5	Press <Enter>.

**If Editing
Existing
Vendor**

After selecting the correct Vendor from list, you will be prompted to **EDIT** each field.

**Important
Note**

To stop scrolling through the list of names, type an “ ^ ” (control/six).

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Vendor Registration, continued

Adding New Vendor

If I entered an “ ^ “ after scrolling through a list of vendors, the following prompt appears:

DO YOU WANT TO ADD 'DOE MD, JOHN' AS A NEW VENDOR? No//

Step	Action
1	Press <Enter> if No, OR Type “Y” for Yes.
2	Press <Enter>.

Continued on next page

Vendor Registration, continued

Enter Name After pressing <Enter>, the following prompt appears:

NAME: DOE MD, JOHN//

Step	Action
1	<p>Enter entire Name.</p> <ul style="list-style-type: none"> ➡ Do not use punctuation except a comma between last and first names. ➡ Leave a space after the comma. ➡ Type only one comma in a name. ➡ Do not use commas for an organization. <p>Examples: RAMOS MD, DOUGLAS J JOHNSON DDS, MIKE HARVEY HOSPITAL INC</p>
2	Press <Enter>.

Continued on next page

Vendor Registration, continued**Inactive Date**

After pressing <Enter>, the following prompt appears:

INACTIVE DATE :

Step	Action
1	Press <Enter> to skip. ➡ Used to inactivate a provider if no longer eligible to provide services for CCS.

**Limited Access
Class Codes**

After pressing <Enter>, the following prompt appears:

LIMITED ACCESS CLASS CODES :

Step	Action
1	Press <Enter> to skip. ➡ Leave blank - FOR SYSTEM MANAGER ONLY!

Continued on next page

Vendor Registration, continued

**Enter
Telephone #**

After pressing <Enter>, the following prompt appears:

TELEPHONE NUMBER:

Step	Action
1	Enter Phone Number, OR Press <Enter> to skip.

Continued on next page

Vendor Registration, continued

Enter Address After pressing <Enter>, the following prompt appears:

NAME LINE 2 OR ADDR LINE 1:

Step	Action
1	Enter if used if filtering mail within an organization. Example: CHO – Neonatology Unit (within Stanford University)
2	Press <Enter>.

After pressing <Enter>, the following prompt appears:

STREET ADDRESS:

Step	Action
1	Enter Street Address.
2	Press <Enter>.

Vendor Registration, continued

After pressing <Enter>, the following prompt appears:

ZIPCODE:

Step	Action
1	Enter 5-digit Zip Code.
2	Press <Enter>.

Continued on next page

Vendor Registration, continued

After pressing <Enter>, the following prompt appears:

CITY:

Step	Action
1	✓ City will default. Press <Enter> if correct, OR Type the correct City.
2	Press <Enter>.

After pressing <Enter>, the following prompt appears:

STATE:

Step	Action
1	✓ State will default. Press <Enter> if correct, OR Type the correct State.
2	Press <Enter>.

Continued on next page

Vendor Registration, continued

**Authorized to
Treat**

After pressing <Enter>, the following prompt appears:

AUTHORIZED TO GIVE TREATMENT?:

Step	Action
1	Type “Y” if authorized, OR Type “N” if not authorized, OR Type “R” for request only (For Dependent Counties, only).
2	Press <Enter>.

Continued on next page

Vendor Registration, continued

Vendor Number (CGP #) After pressing <Enter>, the following prompt appears:

VENDOR NUMBER:

Step	Action
1	Press <Enter> to skip. This field is not required, OR Enter number, if known NOTE: System will NOT allow duplicate CGP numbers. Example: CGP998888 (99 = county code; 8888 = invented number)
2	Press <Enter>.

Continued on next page

Vendor Registration, continued**Taxpayer ID**

After pressing <Enter>, the following prompt appears:

TAXPAYER ID NUMBER:

Step	Action
1	Enter, if known, OR Press <Enter> to skip.

**Referral
Source**

After pressing <Enter>, the following prompt appears:

REFERRAL SOURCE:

Step	Action
1	➡ LEAVE BLANK! Press <Enter> to skip.

Continued on next page

Vendor Registration, continued**Select
Specialty**

After pressing <Enter>, the following prompt appears:

Select SPECIALTY:

Step	Action
1	Type “?” to get Specialty List, OR Press <Enter> to skip.
2	Enter Specialty.
3	Press <Enter>.

If Specialty selected, the following prompts will appear:

Do you want the entire SPECIALTY List?

Step	Action
1	Type “Y” for Yes. ✓ List will appear.
2	Type the appropriate code.
3	Press <Enter>.

Continued on next page

Vendor Registration, continued

After pressing <Enter>, the following prompt appears:

Are you adding ' SPECIALTY NAME ' as a new SPECIALTY (the 1ST for this VENDOR) ?

Step	Action
1	Type “Y” or “N” as appropriate.
2	Press <Enter>.

Select Primary Specialty

After pressing <Enter>, the following prompt appears:

PRIMARY SPECIALTY:

Step	Action
1	Type “Y” or “N”, as appropriate.
2	Press <Enter>.

Continued on next page.

Vendor Registration, continued

**Select Second
Specialty**

After pressing <Enter>, the following prompt appears:

Select SPECIALTY:

Step	Action
1	Select a second specialty and press <Enter>, OR Press <Enter> to skip.

Continued on next page.

Vendor Registration, continued

**Select
Managed Care
Plan**

After pressing <Enter>, the following prompt appears:

Select MANAGED CARE PLAN:

Step	Action
1	Press <Enter> to skip. ➡ LEAVE BLANK. This field is not being used.

Continued on next page.

Vendor Registration, continued

After pressing <Enter>, the following prompt appears:

Select VENDOR:

Step	Action
1	Enter another new Vendor, OR Press <Enter> to skip.

Completion of Vendor Registration

✓ You have successfully completed a Vendor Registration.

Continued on next page.

NOTES

This page intentionally left blank for User Notes.